

DEPARTMENT OF BENEFIT PAYMENTS

744 "P" Street, Sacramento, CA 95814



April 7, 1975

ALL-COUNTY LETTER NO. 75-78

OBSOLETE

TO: ALL COUNTY WELFARE DIRECTORS
COUNTY AUDITORS
WELFARE FISCAL SUPERVISORS
ADMINISTRATIVE SERVICES OFFICERS

Superseded by ACL # 77-15Issued 3-17-77

SUBJECT: TIME STUDY INSTRUCTIONS - GENERAL RELIEF FOOD STAMP ADMINISTRATIVE COSTS

REFERENCE:

The purpose of this letter is to provide time study instructions for General Relief Food Stamp administrative costs. This Department has received verbal notification from Food and Nutrition Service, U.S.D.A., that all counties may now charge time spent certifying General Relief recipients for Food Stamps to the Non-Assistance Food Stamp Program. Written confirmation of this procedure has been requested. Until written confirmation is received, time study procedures are as follows:

Effective with the May, 1975 time study month, all time spent by eligibility workers certifying General Relief recipients for Food Stamps is to be identified to the NAFS Program. Until further notice, this time is to be identified separately from other General Relief activities and recorded on Line O of the Eligibility Worker Time Study form, DFA 43. Please indicate this time with the letters "GR/FS". In order to arrive at the ratio for the Non-Assistance Food Stamp Program on the DFA 323, Eligibility Time Study Summary and Program Allocation Ratio page, (1) add together all hours on Line H, NAFS, and the hours designated on Line O as GR/FS time, then (2) divide this total by the total program hours shown on Line P. The resulting ratio will be used to identify all administrative costs chargeable to the NAFS Program and is to be shown on Line H of the DFA 323.

Essentially, this time study revision means that all Food Stamp certification time, other than for AFDC recipients, is to be charged to the Non-Assistance Food Stamp Program. Eligibility workers should continue to charge Food Stamp certification time for AFDC cases to the AFDC Program.

If you have any questions regarding these time study instructions, please contact Bobi Gould or Dick Lowry at 916/445-7046.

Sincerely,

WILLIAM J. KURTZ
Deputy Director

cc: CWDA
FNS-USDA